



Steven L. Beshear
Governor

FINANCE AND ADMINISTRATION CABINET
DEPARTMENT OF REVENUE

Thomas B. Miller
Commissioner

OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS (KRS CHAPTER 61)

DATE _____

Please Note: It is important that you write legibly and be as specific as possible regarding your request.

I request to inspect and/or receive copies of the following document(s): _____

Choose your preferred method of receiving documents (check the box and choose only one):

- ☐ Electronic (email) if responsive material is less than 5MB (**free**)
- ☐ CD (**\$10 fee per CD**); Number of copies of each requested item: _____
- ☐ Paper Copies (**\$0.10 fee per page**); Number of copies of each requested item: _____

Please Note the Following:

- * If the requestor chooses to receive documents via email and the responsive material is more than 5MB, the documents will automatically be produced via CD and mailed to the requestor.
- * Payment is expected at the time the records are picked up at the Department of Revenue or prior to mailing. No hard copies of requested records will be mailed until all payments, including any shipping charges, have been received by the Department of Revenue.
- * Additional fees may apply if the requested records are to be used for commercial purposes; see KRS §61.870(4), §61.874 and §61.8745.

Printed Name

Company Name

Mailing Address

City/State and Zip Code

Phone Number

FAX Number

Email Address

EMAIL COMPLETED FORM TO: orr.revenue@ky.gov

or

FAX COMPLETED FORM TO: (844) 226-0329